

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Change Order Request to Purchase Order No. 54088 (Staff recommends approval).  
**REQUESTED ACTION:** Approve change to increase total by \$56,600.00.

☐ Work Session (Report Only)    **DATE OF MEETING:** 5/10/11  
☒ Regular Meeting                      ☐ Special Meeting

**CONTRACT:** ☒ N/A                                      Vendor/Entity: \_\_\_\_\_  
Effective Date: \_\_\_\_\_                      Termination Date: \_\_\_\_\_  
Managing Division / Dept: Financial Services

**BUDGET IMPACT:** \$56,600.00  
☐ Annual                      **FUNDING SOURCE:** Capital Outlay & 307 Series 2006  
☐ Capital                      **EXPENDITURE ACCOUNT:** 305-010-511-6400  
☐ N/A

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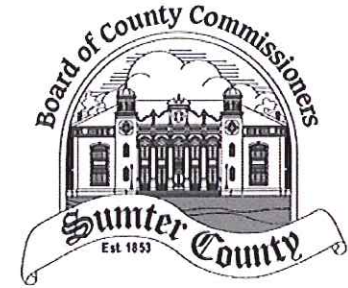
**HISTORY/FACTS/ISSUES:**

Purchase Order #54088 (The Villages Technology Solutions Group) increase request by \$56,600.00 for the Voice Over Internet Protocol Equipment and labor for remaining County-Wide offices to cover the outstanding invoices associated with account # 305-010-511-6400.

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# Exhibit A

## CHANGE ORDER REQUEST FORM



PO Number 54088  
 Vendor The Villages Technology Solutions Group  
 PO Amount \$142,458.52  
 Net Change Amount (-/+) + \$56,600.00

### PLEASE CHANGE THE FOLLOWING ITEMS

Item Number	From Quantity	To Quantity	From Unit Price	To Unit Price	From Account Code	To Account Code

### PLEASE ADD THE FOLLOWING ITEMS

Item	Account	Description	Quantity	Unit Price	Amount

Cancel Entire Purchase Order ☐

Original Requestor's Signature \_\_\_\_\_

Cancel Item Numbers \_\_\_\_\_

### Reason/Justification/Special Instructions:

Increase amount on PO 54088 for the Voice Over Internet Protocol Equipment and labor for remaining County-Wide offices to cover the outstanding invoices associated with account # 305-010-511-6400.

Please unencumber \$2,536.94 in line item 307-010-511-6400.

Please add to line item 305-010-511-6400 = \$59,136.94.

This PO will remain open with line item 305-010-511-6400 only. (The net change to PO is \$56,600.00)

Signature/Approvals

Department Head \_\_\_\_\_

Division Director \_\_\_\_\_

Financial Services Dept. \_\_\_\_\_

County Administrator \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

PURCHASE ORDER

PLEASE FURNISH MERCHANDISE BELOW FOR THE ACCOUNT OF

BOARD OF SUMTER COUNTY COMMISSIONERS

910 N. MAIN STREET, ROOM #201

TELEPHONE 352-793-0200

54088

BUSHNELL, FLORIDA 33513-9402

To

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The Villages Technology Solutions Group  
1026 Canal Street  
The Villages, FL 32162

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DATE October 20, 2010

DEPT. Capital Outlay & 307 Series 2006

BY

FUND	ACCOUNT NO.	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
307-010-511-6400			Voice Over Internet Protocol (VoIP) Equipment and Labor for The Villages Sumter County Service Center	24,024.14	24,024.14
305-010-511-6400			Voice Over Internet Protocol (VoIP) Equipment and Labor for the remaining County-Wide offices	118,434.38	118,434.38
			Budget A-5 will cover the funds on the P.O.		
			FY 10/11		
			TERMS:	TOTAL	142,458.52

BOARD OF SUMTER COUNTY COMMISSIONERS

DELIVER TO:

AUTHORIZED BY:

NOTE: **ONLY ORIGINAL INVOICES**  
**WILL BE CONSIDERED FOR PAYMENT**

DISTRIBUTION:

BLUE COPY - TO BOARD OF COUNTY COMMISSIONERS  
WHITE COPY - TO VENDOR  
CANARY COPY - TO DEPARTMENT HEAD  
GREEN COPY - TO BOARD OF COUNTY COMMISSIONERS

THIS IS TO CERTIFY THAT THE ABOVE GOODS WERE RECEIVED AND THAT THEY WERE OF THE QUANTITY AND QUALITY ORDERED AND PAYMENT FOR SAME IS HEREBY APPROVED.

BY: OFFICER OR DEPT. HEAD DATE:

1. MAIL INVOICE TO BOARD OF COUNTY COMMISSIONERS
2. PLEASE SHOW OUR PURCHASE ORDER NUMBER ON ALL INVOICES
3. EACH SHIPMENT MUST BE COVERED BY A SEPARATE INVOICE
4. THE COUNTY OF SUMTER IS EXEMPT FROM STATE SALES AND USE TAX AND FEDERAL EXCISE TAXES. STATE SALES AND USE TAX CERTIFICATE NUMBER 85-8012622366C-3.